

MINUTES OF A REGULAR MEETING OF THE TORRANCE LIBRARY COMMISSION

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:07 p.m. on Monday, August 13, 2007 at the Katy Geissert Civic Center Library meeting room.

Due to the absence of Chairperson Botello, Vice-Chairperson Chappell led the meeting.

2. ROLL CALL

Present: Commissioners Gerber, Grogan, Haig, Lang, and Vice-Chairperson Chappell.

Absent: Commissioner Wang and Chairperson Botello.

Also Present: City Librarian Weiner and Principal Librarian Theyer.

MOTION: Commissioner Gerber moved to grant Chairperson Botello an excused absence for the August 13, 2007 Library Commission meeting. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Lang led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Lang moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5a. MINUTES OF JULY 9, 2007

Two scrivener's errors and the following additions were noted for the July 9, 2007 Library Commission meeting minutes:

Page 2 Item 6b: "**MOTION:** Commissioner Haig, seconded by Commissioner Gerber, moved that Chairperson Botello continue as Chairperson and Commissioner Chappell as Vice-Chairperson of the Library Commission until election of officers at the August 13, 2007 Commission meeting; a voice vote reflected unanimous approval (absent Commissioners Lang and Wang)."

MOTION: Commissioner Haig moved for the approval of the July 9, 2007 Library Commission meeting minutes as amended. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Botello and Commissioner Wang).

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Membership Chairperson Covey announced the Friends of the Torrance Library Annual General Meeting on September 12, 2007, noting that the meeting would include speaker Michael George, election of officers, and a Treasurer's report. She stated that the July 21, 2007 paperback book sale was very successful and raised approximately \$8,000.

6b. GRANT – 'TRANSFORMING LIFE AFTER 50' (BOOMER INITIATIVE)

Principal Librarian Theyer distributed information regarding a new California State Library, Library Services and Technology Act (LSTA) grant opportunity for "Transforming Life After 50" that the Library is applying for. She reported that the grant involves an application for a three-day training institute in November 2007 in the City of Pasadena to demonstrate interest, dedication, and capability. After completion of the institute, the Library would assess the needs of the baby boomer generation in the community through focus groups and surveys before submitting a targeted grant proposal to address the identified needs. She added that the structure of this grant was similar to the ASSIST grant. She noted that she visited the Parks and Recreation Commission on August 8, 2007 and would be attending the Commission on Aging meeting on August 14, 2007 to determine what roles the Commissions would like to play in assessing the needs of our State's growing population of active, older adults.

City Librarian Weiner added that the grant is designed to foster "productive aging."

Principal Librarian Theyer stated that staff had its first planning session, that she expects the Library to be invited to the institute, and that she would come back with a formal agenda item to ask for volunteers and assistance to go out into the Community.

MOTION: Commissioner Grogan moved that the Library Commission support Library staff in its efforts with the Library Services and Technology Act (LSTA) "Transforming Life After 50" grant. Commissioner Gerber seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Botello and Commissioner Wang).

6c. LIVE HOMEWORK HELP NARRATIVE REPORT

Principal Librarian Theyer noted that the Final Narrative Report sent to LSTA was included in the agenda packets. She discussed the success of the program, noting that in July 2007 there were 267 users even though school was not in session.

Commissioner Grogan initiated a brief discussion regarding the Library's policy of limiting each student to one time period on a computer per day.

Responding to Commissioner Haig's inquiry, Principal Librarian Theyer stated that Homework Centers are monitored to ensure that students are using the computers for academics.

6d. COMMUNITY OUTREACH

6d.1 ANNUAL HEALTH AND RESOURCE FAIR

Principal Librarian Theyer announced the City of Torrance and Salvation Army Adult Day Care's 15th Annual Health and Resource Fair on September 15, 2007 at the Salvation Army headquarters on Emerald Street. She noted that the event was a merger between the Harvest Health Fair and the Salvation Army's Health Fair, that Phil Ross would be manning the Library booth, and asked if any Commissioners would be interested in assisting him.

Commissioner Grogan stated that she would like to help and Commissioner Haig indicated that he might be available that day.

6d.2 DISASTER PREPAREDNESS EXPO

Principal Librarian Theyer distributed flyers for the September 29, 2007 Disaster Preparedness Expo at the Cultural Arts Center. She stated that the Library would be promoting its role as Area Disaster Centers as well as promoting related resources in the Library. She requested that interested Commissioners volunteer to assist with the event.

Commissioners Grogan, Lang, Gerber, Chappell, and Haig expressed interest in participating.

7. UNFINISHED BUSINESS

7a. ELECTION OF COMMISSION CHAIR AND VICE CHAIR FOR 2007-08

City Librarian Weiner provided clarification that, in reviewing past meeting minutes, it was determined by the Commission last year to rotate Chairperson and Vice-Chairperson positions on the basis of seniority.

MOTION: Commissioner Grogan moved to elect Commissioner Chappell as Chairperson and Commissioner Haig as Vice-Chairperson of the Library Commission for 2007-2008. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Botello and Commissioner Wang).

7b. DEBRIEFING – PART-TIME EMPLOYEE RECOGNITION EVENT

Commissioner Lang reported that the part-time employee recognition event was very successful with 35-40 people in attendance. She noted that the \$490 expenditure cost less than last year's event, in large part due to flowers donated by the Farmers' Market and change in catering services.

7c. JOINT MEETING WITH CITY COUNCIL – SEPTEMBER 25, 2007

City Librarian Weiner reported that the date for the joint meeting was confirmed for September 25, 2007 at 5:30 p.m. She recommended that the Commission provide a live demonstration of Live Homework Help at the event, and discussion of additional topics was deferred to the September Commission meeting.

MOTION: Commissioner Haig moved to approve expenditure of not to exceed \$700 from the Library Commission budget for the September 25, 2007 Joint Meeting of the Library Commission and City Council. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Botello and Commissioner Wang).

7d. SUNDAY SERVICE UPDATE

City Librarian Weiner distributed a flier announcing Sunday hours at the Katy Geissert Civic Center Library beginning September 9, 2007 through June 15, 2008, noting that the dates were approved by City Council on August 7, 2007. She reported that Advanced Information Management (AIM) was the selected library personnel agency, and noted that Library staff would comprise more than 50% of the personnel on some Sundays. She noted that on Sundays they would have three staff members on each floor, a custodian, and security guard. She stated that two training sessions are scheduled for August 20 and 27, 2007.

In response to Commissioner Lang's inquiry, Principal Librarian Theyer stated that the number of people who visit the Library on Sundays would be tracked.

A brief discussion centered on ways to promote Sunday service, including the use of banners.

7e. HOMEOWNER ASSOCIATIONS CONTACT UPDATE

Commissioner Lang reported that she has not heard back from any other homeowner associations and City Librarian Weiner provided her with an updated list of presidents and e-mail addresses of City homeowner associations.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

8a.1 City Librarian Weiner reported that one Foundation subcommittee was primarily focusing on the rebuilding process and revising bylaws while the publicity and marketing subcommittee was working on a new brochure and revising the mission statement.

She announced that the next Foundation meeting would be August 15, 2007 at 11:30 a.m. in the Katy Geissert Library meeting room.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner congratulated Youth Services on a very successful Youth Summer Reading Program, noting that most branches reported not only an increase in

participation but also in completion rates. She reported that the first Adult Summer Reading Program was also successful and that staff would be providing a report on both programs at the September Commission meeting.

She reported that City Council approved all Library related items at their August 7, 2007 meeting including a periodicals bid and a new security guard contract. She thanked Commissioner Gerber for attending the meeting.

City Librarian Weiner announced that the City has decided to abort the project with Telestaff scheduling software and is considering the implementation of a new scheduling software Chronos throughout the City.

She stated that staff has met with the two lobbying firms that the City has contracted with for legislative services. She reported that one company is a general legislative advisor and the other firm will be identifying funding sources for large capital projects and assisting with the grant application process.

She discussed the successful Read the Book, See the Movie! program this summer and announced the August 19, 2007 concert in Walteria Park. She also announced an upcoming Family Game Night and Meet the Astronaut Dick N. Richards on August 18, 2007.

City Librarian Weiner reported that Library Services Manager Reeder would continue as Acting Community Services Director until September 10, 2007 when Recreation Services Manager Jones would take over for at least a month, noting that there would be an open competitive exam for the position.

She reported that she attended the MCLS Director's meeting and shared information on how MCLS provides services to other library systems in regional areas. She noted that System Advisory Board members are encouraged to attend meetings and announced the next meeting on September 27, 2007 at Cerritos Library.

City Librarian Weiner announced the California Library Association (CLA) Conference on October 26-29, 2007 in the City of Long Beach. Commissioner Grogan expressed interest in attending at least one day.

She reported that North Torrance branch would be closed August 11-15 for maintenance.

City Librarian Weiner stated that the architect is sending the plans for the Katy Geissert First Floor remodel.

In response to Commissioner Lang's inquiry, Principal Librarian Theyer advised that the Branch Shelving Project is on hold while insurance requirements are being finalized.

10. ORAL COMMUNICATIONS

10a. Commissioner Lang stated that her children enjoy attending the afternoon summer program at Torrance Park.

10b. Commissioner Grogan stated that she would be absent from the September Commission meeting.

MOTION: Commissioner Haig moved to grant excused absences to Commissioner Wang for the August 13, 2007 Commission meeting and Commissioner Grogan for the September 10, 2007 Commission meeting. Commissioner Gerber seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Botello and Commissioner Wang).

10c. Commissioner Chappell stated that he would be unable to attend the September Commission meeting.

MOTION: Commissioner Haig moved to grant an excused absence to Commissioner Chappell for the September 10, 2007 Commission meeting. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Botello and Commissioner Wang).

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 10, 2007 Library Commission meeting agenda were listed and include: CLA Conference, City Council and Library Commission joint meeting, Summer Reading Program, Sunday service update, MCLS/SAB meeting, Friends of the Torrance Library, and Library Foundation.

12. ADJOURNMENT

MOTION: At 8:48 p.m., Commissioner Lang, with a second by Commissioner Haig, moved to adjourn the meeting to Monday, September 10, 2007 at the Katy Geissert Civic Center Library at 7:00 p.m. and, hearing no objection, Vice-Chairperson Chappell so ordered.

Approved as Submitted September 10, 2007 s/ Sue Herbers, City Clerk
